

**BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE
(AFRS)**

**AIR FORCE RECRUITING SERVICE
INSTRUCTION 24-101**

27 OCTOBER 2011

Transportation

**TRANSPORTATION OF PERSONNEL
(RECRUITING SERVICE)**



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This instruction implements Air Force Instruction (AFI) 24-101, *Passenger Movement*, and Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*. It provides a single source of guidance for Air Force Recruiting Service (AFRS) personnel who are tasked with the responsibility of providing military personnel and applicants with transportation at government expense. It provides for the appointment of transportation officers (TO) and transportation agents (TA) in AFRS. This instruction does not apply to US Air Force Reserve or Air National Guard units or members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. TRANSPORTATION OFFICERS AND AGENTS

1.1. Appointment and Responsibilities of Transportation Officers (TOs). Each group/squadron commander appoints the support flight commander as the TO. A copy of the appointment memorandum is maintained in the transportation file.

1.1.1. TOs are responsible for:

1.1.1.1. Performing as official liaison between passengers and commercial passenger carriers serving the activity.

1.1.1.2. Obtaining service and furnishing travel information for persons traveling on official business.

1.1.1.3. Preparing and submitting reports required by higher authority.

1.1.1.4. Ensuring adequate commercial transportation is available to transport applicants from the recruiting office to the Military Entrance Processing Station (MEPS).

1.1.1.5. Ensuring TAs is trained according to Chapter 6 of this regulation.

1.1.1.6. Performing semiannual self-inspections of TA travel records.

1.2. **Transportation Agents (TAs).**

1.2.1. **Recruiters**, flight supervisors, MEPS Liaison Noncommissioned Officers (LNCO), and squadron support personnel who have a requirement to issue the necessary travel documents are authorized to act as TAs.

1.2.2. Also by special reference, they designate logistic personnel the authority to receipt for accountable forms from the organizational Customer Account Representative (CAR) in the name and account of the TO.

1.3. **Cargo Movement.** TOs or TAs do not arrange for the movement of military cargo or household goods with commercial carriers. Ask the support base Traffic Management Office (TMO) to provide this service.

1.4. **Staff Assistance Visits (SAV):**

1.4.1. The HQ AFRS Logistics Section (RSXLL) conducts Staff Assistance Visits (SAV) to groups/squadrons annually, as requested, or when necessary to ensure compliance with this instruction.

1.4.2. The group/squadron logistics personnel document SAVs and make corrective action on findings.

2. **ENTITLEMENT TO TRANSPORTATION**

2.1. **Entitlements.** The Joint Federal Travel Regulations (JFTR), Volume I, establishes the criteria for travel and per diem entitlements. Normally, applicants are entitled to transportation between their residence and the Mobile Examination Testing (MET) site or MEPS.

2.2. **Applicants Rejected or Ordered Home To Await Further Orders.** Applicants rejected or ordered home to await further orders are entitled to transportation. Normally, this is arranged by the MEPS LNCO.

2.3. **Travel to First Duty Station Upon Enlistment.** The MEPS TAs are responsible for furnishing transportation and meals to enlistees for travel to their first duty station.

2.4. Funding. The support flight commander ensures sufficient funds are available prior to authorizing purchase of transportation documents citing Operations and Maintenance (O&M) funds.

3. ROUTING AND ACCOMMODATIONS

3.1. **Authority to Provide Routing.** See table 3.1.

3.2. **Selecting Mode of Transportation.** Select the mode of transportation based on service and economy. For short daytime trips, applicants will use van, bus, or rail coach when available and adequate. Transport applicants by air only when other service is not available or the service available from other carriers requires excessive travel time or departs or arrives at an unreasonable hour (between 2400 and 0600).

3.2.1. **Air and Ground Carriers.** Air and ground carriers are solicited on an annual basis to provide competitive fixed rates for safe personnel movement requirements. Requirements may be submitted to the DTMO via email at PSRO@dtmo.pentagon.mil or by phone at (703) 696-7282.

3.3. **Class of Service and Accommodations.** See table 3.2.

Table 3.1. Routing Authority.

A	B	C	D
When one-way highway mileage is	and the mode of travel is	and the number of passengers traveling at the same time is	then the authority to provide routing is the
450 miles or less	van, bus, or rail	any number	Local transportation officer or agent
	scheduled air service	20 or less	
		21 or more	
	charter air	any number	
over 450 miles	all modes	21 or more	
	air, van, bus, or rail	20 or less	
any distance	charter air taxi service	21 or more of any other category not listed above	

Table 3.2. Class of Service and Accommodations.

A	B	C	D	E
		then class of service and accommodation is		
If category of traveler is	and travel is during	bus/van	rail	air
Applicant and Delayed Enlistment Program (DEP) enlistee	day	(see note 1)	(see note 1)	(see note 1)
	night	(see note 2)	(see note 2)	(see note 2)
Military or civilian traveling on orders	day	coach (see note 3)	least costly (see note 4)	least costly
	night	(see note 3)	(see note 2)	Least costly

NOTES:

1. Applicants, rejected applicants, registrants, rejected registrants, members discharged because of fraudulent enlistments, applicants for flight training, members discharged under other than honorable conditions, and discharged members are entitled to day travel accommodations as follows: the lowest cost rail accommodations available, bus transportation, or air coach class, whichever is more advantageous because of service and (or) economy and sound traffic judgment.
2. When overnight travel is involved, the lowest rate first-class rail accommodations will be used in the following order: slumber coach (train), roomette, and then bedroom. If the journey involves overnight travel of only one night, no sleeping accommodations are available, and official requirements preclude rescheduling of travel, the TO or TA may furnish coach service if a reclining seat is available and the total travel time (including supplemental transportation) does not exceed 24 hours.
3. Commercial bus travel may be furnished for travel that normally can be completed between 0600 and 2400.
4. Rail accommodations for day travel will be the least costly service that meets the traveler's mission requirements. It is usually not necessary to reserve coach seat accommodations for trips of less than 4 hours, but the TO or TA should consider making advance reservations to ensure the passenger is provided a seat when traveling over heavily traveled routes. Parlor car accommodations (a higher class than coach) on conventional trains may be used for trips of more than 4 hours. Use of Amtrak Metroliner is limited to coach class service; reserved parlor car Metroclub accommodations may be used only when coach class service is unavailable to meet mission requirements.

4. PURCHASE OF TICKETS

- 4.1. **Travel using the Government Travel Card (GTC), Centrally Billed Account (CBA), to Purchase Tickets Through Available Ticket/Travel Services.**

4.1.1. Ticket/travel services provides tickets to recruiting group/squadrons for most commercial ground and air transportation carriers within the Continental United States (CONUS). When service is requested, ticket/travel services will issue the tickets with the statement "Property of US Government--Not Redeemable for Cash Except by the US Government."

4.1.2. When possible, use GTC procedures to purchase transportation tickets for any category of traveler. The following procedures apply when ordering tickets from ticket/travel services:

4.1.2.1. E-Ticketing for Enlisted Accessions (EA) or DEP applicant's process through carriers that comply with established local procedures. EA transportation funding is through squadron O&M funds; DEP transportation funding is through the use of Air Force Permanent Change of Station (PCS) funds cite.

4.2. Processes and Responsibilities of TA, Carrier, and Group/Squadron Logistics Section (RSSL).

4.2.1. TA provides to carrier:

Applicants First Initial, Last Name

Last four of SSN, depending on service provider's requirement (becomes pax/ticket number)

Category EA/DEP ensuring this is correct

Date/time for pick-up

Their office symbol or main station ID where applicant will embark

The office symbol location/office where the applicant will disembark

4.2.2. Carrier provides to RSSL:

A paper copy or computer generated database to match the applicable GTC transaction for applicant(s) travel. Also, carrier processes payments which are due based on applicable GTC transactions and matches appropriate category of travel such as EA/DEP, weekly, or monthly depending on carrier.

4.2.3. RSSL:

Verifies monthly transactions by validating documentation or automated invoices against the GTC bill. RSSL certifies the charges are correct by signing the invoice then sends to group/squadron Support Flight Commander (RSS), or designated representative for further payment coordination. In addition, RSSL will perform monthly audits of 10% of the Daily Recruiter Activity Report (DRAR) received from Operations flight. RSSL will maintain these audits as file records according to this AFRSI.

4.3. Information of Ticket/Travel Services.

4.3.1. Defense Travel Management Office (DTMO) will now have the responsibility of movement by commercial air, bus, and rental cars. Groups and squadrons will use the DTMO listing to make sure the carriers they use are on the approved listing. In addition, general information of ticket/travel services can be accessed through the service provider's electronic/automated program system or by contacting the company.

5. CONTROL PROCEDURES, TRANSPORTATION RECORDS, AND REPORTS

5.1. **Travel Records.** Travel records, such as the service providers billing records and any other service provider or unit related documents/forms/records, may contain date of travel, mode of travel, name of applicant, applicant's last four of SSN (if used), cost of travel, ticket number, origin, and destination are located on service provider's electronic/automated database or locally developed file plan.

5.2. Disposing of Transportation Records.

5.2.1. All file/travel records required by this instruction are maintained on a fiscal year basis.

5.2.2. According to Records Disposition Schedule (RDS) located in AFRIMS, table 24-01, rule 8, group/squadron transportation records are destroyed 2 years after completion of project and requested travel weekly sales reports, and/or monthly bills

6. TRAINING REQUIREMENTS

6.1. **General Training.** An on-going training program will be established by RSSLs to ensure TAs are proficient in all areas related to transportation of recruiting service personnel as outlined in this instruction. RSSLs will update their appointment letter at least quarterly documenting Transportation Officer (TO) and Transportation Agents (TA) with current training. Appoint TAs by name.

6.2. **Initial Training.** Initial training of a TA will begin as soon as he/she is assigned to the group/squadron.

6.3. **Documentation of Training.** For logistics/marketing personnel, use AF Form 797, *Job Qualification Standard Continuation/Command JQS*, along with AF Form 623a, *On-the-job Training Record Continuation*, to document all training.

6.4. Group/Squadron Responsibilities:

6.4.1. The immediate supervisor of the group/squadron logistics personnel ensures personnel under their supervision receive adequate training.

6.4.2. Logistics personnel ensure recruiters are trained to accomplish their duties as TAs. In addition, the TO or designated representative will:

6.4.2.1. Ensure all training and briefings are documented on AF Form 623a, and that training records for personnel being trained are properly documented.

BALAN R. AYYAR, Brig Gen, USAF
Commander, AF Recruiting Service

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-101, *Passenger Movement*, 27 Oct 04

AFPD 24-1, *Personnel Movement*, 1 Sep 95

Adopted Forms

AF Form 797, *Job Qualification Standard Continuation/Command JQS*, 1 Aug 02

AF Form 623a, *On-the-job Training Record Continuation*, 1 Mar 79

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

CAR—Customer Account Representative

CBA—Centrally Billed Account

CONUS—Continental United States

DEP—Delayed Enlistment Program

DRAR—Daily Recruiter Activity Report

DTMO—Defense Travel Management Office

EA—Enlisted Accessions

EAD—Enlisted Active Duty

e- Publishing— the e-Publishing website (www.e-publishing.af.mil)

GTR—Government Travel Records

GTC—Government Travel Card

HQ AFRS/RXLL—Headquarters Air Force Recruiting Service Logistics Section

JFTR—Joint Federal Travel Regulation

LNCO—Liaison Non-Commissioned Officers

MEPS—Military Entrance Processing Station

MET—Mobile Examination Testing
O&M—Operations and Maintenance
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
RDS—Records Disposition Schedule
RSS—Group/Squadron Support Flight Commander
RSSL—Group/Squadron Logistics Section
RSXLL—HQ Air Force Recruiting Service Logistics Section
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
TA—Transportation Agent
TMO—Traffic Management Office
TO—Transportation Officer